

2021 Pocket Directory



October 29th, 2020

To Whom It May Concern

I hope you and all in your company are doing well. We are in the process of putting together the 2021 Emerald Guild Society Pocket Directory. As a supporter of the Emerald Guild, we are sending you the application form and invoice for 2021. The cost of the Pocket Directory advertisement is \$250.

By advertising, you will be listed as an approved vendor for the services which you provide in our Pocket Directory and on our website's Directory, www.emeraldguild.org. This Pocket Directory is distributed to our membership and property managers for some of New York's premier buildings. You will also receive a copy of the Directory that gives you a member listing and all contact information of our members, and the ability to participate in our many events throughout the year.

This year to make the process simpler for you, we are using an online Google form to collect all the application details for your company. We will email you this form in the coming days. Should you not receive it, please send an email to the address below.

If you wish to mail your application to us, please complete the enclosed form. Please also include a check for \$250 payable to "Emerald Guild Society." You can mail the check to - Emerald Guild Society, Attn: Pocket Directory, P.O. Box 370, 909 Third Avenue OFC, New York, NY 10022-9998, or Pay by Credit Card through our website at www.emeraldguild.org and click ePayments. We look forward to receiving your application.

A couple of small requests to help track your application:

Please give the name of your company in the check memo if it differs from the trading name.

Please tell us which Guild member or members that you are most closely associated with.

The last date which we will accept ads for the 2021 directory will be **December 20th, 2020**. If you need any further information, please do not hesitate to contact us at emeraldguildpd@gmail.com.

Lastly, I would like to take this moment to thank you sincerely for your support for the Emerald Guild throughout the years. Your assistance to our individual members and our organization is greatly appreciated.

David Nikaj

Pocket Directory Chairman

Email: dave.nikaj@gmail.com

Phone: (917) 734-7869

Ref:



APPLICATION / RENEWAL FORM FOR 2021 POCKET DIRECTORY & ROSTER BOOK



(ATTACH BUSINESS CARD HERE)

Please include in my Pocket Directory Ad the following:

Company Name: _____

Company Address: _____

Company Phone: _____ Fax: _____

Email Address: _____

Web Site (If available): _____

Company Contact Name: _____

You may list up to four (4) Service Categories which you would like to have your firm listed under:

1. _____ 2. _____

3. _____ 4. _____

Signed by: _____

Complete this Contract, enclose a check for \$250 made payable to - "Emerald Guild Society."

Return by mail to -Emerald Guild Society Attn: Pocket Directory,

P.O. Box 370, 909 Third Avenue OFC, New York, NY 10022-9998

(APPLICATIONS WILL NOT BE ACCEPTED WITHOUT PAYMENT) PLEASE NOTE, APPLICATIONS WILL NOT BE ACCEPTED PAST
DECEMBER 20th, 2020

For further information, contact:

David Nikaj (917) 734-7869 dave.nikaj@gmail.com

Joseph Hill (917) 992-0365 Josephahill8@gmail.com

Killian Moore (212) 744-4437 thesienarm@gmail.com

Solicited by: _____



**Emerald Guild Society
Emerald Guild Pocket Book Directory 2021**

Invoice

Date: October 29th 2020

Attn:

Emerald Guild Pocket Book Directory Advertisement 2021.....\$250

Please make checks payable to: The Emerald Guild Society

Please mail checks to: Emerald Guild Society
Attn: Pocket Directory
P.O. Box: 370
909 Third Avenue OFC
New York, NY 10022-9998

Thank You for your Support